

MINUTES: March 24, 2020

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA (HELD TELEPHONICALLY DUE TO COVID-19)

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. Ricky Lyons, Vice Chair.
Mr. J. Travis Coker
Mr. John Grosskopf, President
Mrs. Sandra Haas
Mr. David Howell
Mr. Billy Washington
Mr. Al Williams
Mr. Gary Wright

TRUSTEES ABSENT: Mrs. Sharon Benoit

STAFF PRESENT: Mr. Rick Davis
Mr. Bill Hunter
Ms. Tisha Phillips, Audio/Visual Technician
Mr. Micah Rodgers
Mr. Nick Skipper
Ms. Michelle Wheeler, Recording Secretary

Mr. Rob Sniffen, Board Attorney

The Board meeting was called to order at 5:30 p.m. by Chair Mike Williams, who asked Mr. Ricky Lyons to open the meeting with prayer. Chairman Williams asked Michelle Wheeler to take attendance and give procedural instructions for the telephonic meeting.

Chairman Williams asked that whoever speaks to please state their name for an accurate accounting of who makes motions, seconds, comments, questions, etc.

MOTION: (Lyons/Washington) That the District Board of Trustees approves to adopt the Agenda as presented. The motion carried unanimously.

MOTION: (Washington/Haas) That the District Board of Trustees approves the minutes of the February 18, 2020 meeting with the addition the phrase “the ability” after the word program in the second sentence after all three motions under Career and Workforce Education. The motion carried unanimously.

CAREER AND WORKFORCE EDUCATION

MOTION: (Haas/Lyons) That the District Board of Trustees approves the attached blanket agreement that will provide agency internships for students and field experience required for state and national certifications. This would provide our EMT/Paramedic program the ability to

participate in field experience by shadowing in facility made available to the College by the facility owner.

Mr. Davis shared that this is an update to a previous version of this agreement and has been reviewed by counsel.

Mr. Howell asked about the language in the agreement referring to the students as “Board Students” and not “College students.” The motion was amended to allow an additional review by the Board attorney to make sure that this is the correct terminology and change to “College” if necessary when referring to students, faculty, staff and others from the College.

The motion carried unanimously

MOTION: (Wright/Haas) That the District Board approves the agreements between the following agencies and North Florida College:

- Brynwood Nursing Center
- Capital Regional Medical Center
- Madison Creative Arts Academy
- Madison County School Board
- South Georgia Medical Center
- Lafayette Nursing and Rehabilitation Center
- Shands of Lake Shore
- Greenleaf

These are the contracts for agencies that are up for renewal this month. Others will follow in the coming months. This will ensure that the Allied Health Department of North Florida College will have adequate clinical locations to provide clinical experience to students as required. The motion carried unanimously.

The Termination noticed from Live Oak HMA, LLC dba Shands of Live Oak Regional Medical Center was presented as an item of information.

Mr. Davis also conveyed appreciation to the Board for their approval of the Suwannee Valley Electric Cooperative agreement last month. Mr. Steve Turner is pleased to report that the Cooperative has selected an engineering technology student and has offered them an internship.

ADMINISTRATIVE AND BUSINESS SERVICES

MOTION: (Lyons/A. Williams) That the District Board of Trustees approves the Warrant List for February 2020 as presented. The motion carried unanimously.

The revenue and expenditure report for February was presented as an informational item as was the statement of account. The College is currently earning an interest rate of 1.76%, which yielded approximately \$7,400 last month.

PRESIDENT'S HIGHLIGHTS

President Grosskopf presented updated Board Policies that are now aligned with SACSCOC principles. He gave an overview of the non-substantive changes.

MOTION: (Haas/A. Williams): That the District Board of Trustees approves the attached non-substantive changes to NFC policies 1.01, 1.06, 1.08, 2.23, and 3.00 to align with SACSCOC standards. The changes are non-substantive and do not alter the meaning or intent of the policies. The motion carried unanimously.

President Grosskopf provided the Board with an overview of the operational conditions of the College due to the COVID-19 outbreak. The continuity of operations plan has been executed seamlessly with a successful transition to online learning. The NFC.edu Alerts banner on the homepage is a direct link to all current notification and instructions for students and employees (A copy of these alerts will be archived along with the Board Packet). The college is doing everything possible to maintain academic integrity of online course delivery while simultaneously protecting the safety of our students and staff. A deep document trail has been created for the archival record and will be presented to SACSCOC during reaccreditation.

Mr. Lyons inquired regarding required hands-on instruction such as labs and clinicals. President Grosskopf explained that all CDC thresholds for gatherings will be followed with no more than 8 students meeting together at one time as necessary and spaced apart to maintain proper social distance.

Mr. Wright wished to express his gratitude to the entire NFC campus for their excellent work in planning and executing this task during this unexpected crisis. The Board agreed and President Grosskopf stated that he would be honored to share this with the staff if the Board chose to draft a letter to this effect.

Nick Skipper presented the Disaster Recovery Plan and Disaster Recovery Procedures for approval. This new plan includes the addition of a data center in Atlanta, GA to house payroll, online learning etc. for redundancy and continuity.

MOTION: (Coker/Haas) That the District Board of Trustees approves the attached Disaster Recovery Plan and Disaster Recovery Procedures which will provide the plan and procedures for North Florida College to continue operation in the event of disaster. The motion carried unanimously.

ATTORNEY TIME

Attorney Sniffen provided rationale on the validity of this telephonic meeting and how the achievement of quorum has been met to satisfy Florida Sunshine Law per Governor DeSantis. He also reminded the Board that he is still missing a few evaluation/surveys of the President for tabulation. He asked that they please provide their thoughtful feedback and send them in to his office at their earliest convenience for compilation and presentation at the next meeting.

Attorney Sniffen shared praise for the forward thinking and smooth execution of continuity at NFC. He stated that he was very proud of the work accomplished by President Grosskopf and the NFC staff. Mr. Sniffen has been inundated with questions and issues around the corona virus pandemic and not every institution he works with has been as prepared as NFC. He has also included some information on the corona virus which is being updated constantly.

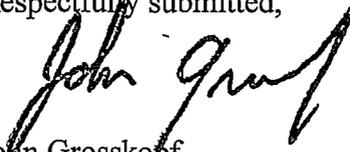
GOOD OF THE ORDER

Michelle Wheeler expressed appreciation to Nick Skipper and Tisha Phillips for their excellent and speedy assistance with the facilitation of this telephonic meeting.

Chairman Williams announced that the next regular meeting of the District Board of Trustees will likely be held in the same manner on April 21, 2020 at 5:30 p.m., via Zoom conference call unless the quarantine guidelines have changed by then.

The meeting adjourned at 6:06 p.m.

Respectfully submitted,


John Grosskopf

President

/mmw


Michael R. Williams

Chair